

Standard Mail (A)—Nonautomation Flats

Related QSGs: 010, 750 Nonprofit: 670

632

Quick Service
Guide

Eligibility Overview (E630) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within flat-size processing category (C050.3). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)	Regular		Nonprofit	
	For pieces weighing:	0.2068 lb. (3.3087 oz.) or less	0.2088 lb. (3.3407 oz.) or less	
	3/5	\$0.225	\$0.149	
	Basic	0.306	0.195	
	For pieces weighing:	more than 0.2068 lb. (3.3087 oz.)	more than 0.2088 lb. (3.3407 oz.)	
	Per piece rates:			
	3/5	\$0.085	\$0.048	
	Basic	0.166	0.100	
	PLUS Per pound rates:			
	3/5	\$0.677	\$0.484	
	Basic	0.677	0.455	

Annual \$85.00 presort mailing fee (E612.4.7).

Rate is based on sack level for sacked mail. For packages on pallets, rate is based on package level. Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

Addressing (A010) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content (C050, C600) Maximum weight: less than 16 ounces.
Shape: rectangular, unless greater than 0.25 inch thick.
Dimensions:
■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 0.25 inch thick.
■ Maximum: 15 inches long, 12 inches high, and 0.75 inch thick.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610) Marking on each piece:
■ Regular: "Bulk Rate" (or "Blk. Rt.").
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").
Documentation:
■ Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
See reverse for sack label Line 2 information.
Prepared in white sacks (unless palletized). Palletization (M040) permitted and preferred.

Postage and Payment Methods (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

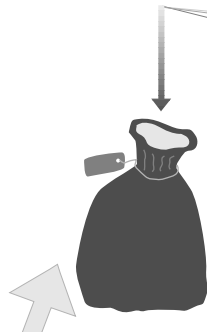
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



PHILADELPHIA PA 19118
STD FLTS 5D NON BC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted.

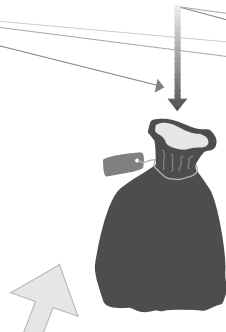
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



PHILADELPHIA PA 191
STD FLTS 3D NON BC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted. (Exception: After all full sacks are prepared, one less-than-full sack must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

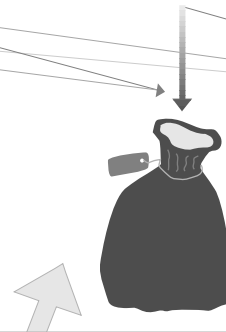
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



ADC PHILADELPHIA PA 190
STD FLTS ADC NON BC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

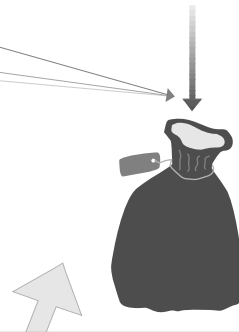
Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



MXD KANSAS CITY MO 66340
STD FLTS NON BC WKG
TOPEKA KS

Sacks: Any remaining packages placed in mixed ADC sacks.

Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin ADC facility in L004.

Rate: Basic

¹Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum.